WCAC MEMBERS' CO-OP SHOWS

2020 LETTER OF AGREEMENT (LOA)

One of WCAC's on-going goals is to foster and promote its emerging and seasoned member artists. We have done this through our Members Fireside Gallery, Artisan Corner, Annual Members Show, and our Members Co-Op Shows designed to showcase larger bodies of members' works. These shows allow artists to run and manage their own exhibits while pursuing creative ideas and methods to promote themselves (see items 4 and 6). We will hold one 6 ½ week Co-Op Show from **September 8**th – **October 23**rd. If you are a **current member** and interested in being in this show, please review this Letter of Agreement (LOA) and the Artist Application thoroughly. To apply, complete and sign both documents, add your BIO, and return all to WCAC, attn. Janis Wood, President, as soon as possible - we allot spaces on a first come basis.

Changes to this show due to Covid-19: 1) Before and after opening, we will implement/maintain government mandated Covid-19 safety protocols. 2) Show hours are Thursday-Saturday (11:00 am - 3:00 pm) until it is safe to add days. 3) There will be no members and guests opening, or larger events during this show (see # 5). 4) We have reduced Co-op artists' required work hours to 8 (see # 3). To compensate for these changes, we will add a **virtual component** to give artists more exposure on our website. Artists' pages will contain their bios and works being shown at the art center; number of pieces will be based on their wall space at the center. If conditions worsen and we re-close the center during the show, we will expand the virtual show to showcase larger bodies of work, and extend the run of the show.

1. Exhibit spaces and fees:

Spaces: Both 2-Deminsional (2D) and 3-Deminsional (3D) artists may use the spaces/walls in the main & middle galleries – see attached schematic. You may use a whole space/wall, or share one, but you must use the entire allotted space. Once we fill **all** walls, we will add grid walls, or tables down the middle of the Main Gallery.

Minimum space rental requirement: 2D - 7' / 3D - 6'

Fees: \$10 per linear ft., e.g.: 7 ft X \$10 = \$70.00; 16 ft. X 10 = \$160; 20 ft. X \$10 = \$200, etc.

- **2.** <u>Membership requirement</u>: You must be a current member to apply we will accept your application/payment at the same time you submit your Co-op application. **Fees:** Basic-\$45, Family-\$65, and Student-\$15
- **3.** <u>Co-op Artists' Work Requirements</u>: During the run of this show, each co-op artist must work at the art center for a total of **8 hours** (instead of 16). These work shifts will allow you to engage with the art center in many ways learn about the organization, network with other artists, promote yourself, hold live demos, show your works, and talk about up-coming events. Please sign up for your hours prior to the show's opening the sign-up sheet is behind the front desk. If you do not meet these work requirements, WCAC will assess \$10 per hour missed.
- **4.** <u>Advertising</u>: WCAC will send postcards to its mailing lists and provide you with 50 cards for your own use. We will advertise through our website, e-blasts, social media, flyers, and special events, etc. To avoid copyright violations, your signed LOA allows WCAC to use your name, BIO and digital images for promotion purposes. You should also notify your clients and friends, post on social media, send e-blasts and announcements, post flyers, and use other means to promote yourself during the show.
- **5. Special Events:** WCAC will not hold a members & guests opening on the Monday evening before the show opens, or schedule larger events, including co-hosting ones with co-op artists.
- Open Hours Thursday Saturday (11:00am 3:00pm): During your work shifts, you may hold demos and invite visitors as long as you don't exceed 8 visitors in the art center at one time. Please coordinate those visits with other co-op artists working the same day.
- After hours: Due to Covid-19, we will not open the art center for privately hosted parties, gatherings, lectures, and demos. We will allow co-op artists to meet after hours with small groups (no more than 8 at a time) at the center to showcase their works and broker sales. Please clear these visits in advance with Janis Wood, President, (757) 220-2217 or ileewoodart21@msn.com.

6. Exhibit Instructions and Information:

- 2D Artists: Your works must consist of at least 2/3 originals and no more than 1/3 limited edition giclées.
- Walls: <u>Canvas works</u> must be framed, or gallery wrapped (finished edges). <u>Paper works</u> must be framed and behind clean glass fronts. <u>Frames</u> must be in good condition and nick free. <u>Hanging prep</u> wire **only** on back, 1/3 the way down from top **no saw tooth** hangers allowed! <u>Labeling</u> include a card for each piece with title, medium, artist's name, and price. <u>Installing your works</u> WCAC will help you arrange your works in an attractive manner.

• **Bins**: You must provide your own bins for your space - prints must be plastic wrapped and include title, artist's name, size, and price.

3D Artists: Display each piece in an attractive secure manner and identify with a card containing title, medium, size, artist's name, and price. WCAC has some shelving, but you may need to use your own equipment.

Pedestals: WCAC has several pedestals to display note cards, bios, or art pieces - please keep them within your own space. 2 D artists - we recommend no more than one bin and pedestal per space. 3D artists - you are allowed more pedestals or other equipment to display your pieces.

Rotating Your Works: You may change or replace pieces throughout the show, but please do not overcrowd your space. Also, please update your inventory list before making changes/replacements.

Pricing and discounts: There are no Members discounts given during this show. Please set retail prices based on your own market experience and conditions. If offering discounts, please include clear instructions on your inventory list and near your works. If you offer spontaneous discounts during the show, please annotate the sales receipt and inventory sheet with full details about that sale.

Bio/resume, digital images, and inventories: Please include your bio/resume with your application package and two digital images of your Works. You must also provide a full inventory of your Works no later than <u>one week prior to</u> hanging day. Include your name, address, phone number(s) and email, and an itemized and numbered list, including prints and note cards. List must contain title, medium and full retail price per piece — as you rotate artwork, please update your inventory list.

Installing and removing artwork: Installation is from 10am through 12pm on the Saturday before each show. Removal is from 3pm through 5pm on the last day of each show. If you are unable to remove your work when scheduled, please make other arrangements with Janis Wood (757-220-2217 / jleewoodart21@msn.com) or Apryl Altman (757-236-3676 / apryl-altman@cox.net) prior to official removal date.

W-9 Tax Reports: You must complete and submit a W-9 before the show commences. If your net proceeds exceed \$600, WCAC will issue you a 1099 in January of the following year.

- **7. Sales, taxes, fees, and commissions:** WCAC will record and process your sales, collect and remit applicable sales taxes, deduct its 20% commission and any fees you owe due to a breach of this LOA. Note: If you transact future commissions at the art center during this show, you are obligated to pay WCAC 20% commission on those future sales. Within 10 days after closing, WCAC will provide you with a full accounting, and process and mail your net payment.
- **8. <u>Indemnification</u>:** Each exhibiting artist agrees to indemnify and hold WCAC harmless from all costs, loss, damage or expense arising from or related to his/her claim of authenticity or other descriptions of his/her Works.
- **9.** Ownership of the "Works" and liability: All Works are and shall remain the property of the artist, until and unless sold by WCAC. The artist will affix a label to each Work to identify it as his/her property. He/she will retain all copyrights pertaining to his/her Works and reproductions, except what is agreed upon by the artist and WCAC for use in advertisements and/or publicity. WCAC's liability for Works is limited to coverage provided by its General Liability Policy. We therefore recommend that artists maintain their own separate policies (homeowners or business) to cover their Works in a Co-op Show.
- 10. <u>Termination</u>: This Agreement will commence on the date executed below and continue through the entirety of the show, unless either party terminates by written notice to the other. Artists are responsible for removing their Works within seven days of such termination. WCAC will process any sales prior to termination according to item # 7 of this Agreement. WCAC has the right to terminate this Agreement upon five days written notice of a material breach of an artist's duties or obligations. In such case, the artist will remove his/her Works within seven days. If an artist fails to remove his/her Works on time, WCAC will place them in storage. Liability for storage fees, and/or damage to property while in storage, shall rest with the artist.

In Witness Whereof, each party's duly authorized representative has executed this Letter of Agreement as of the date(s) below:

WCAC:				Date:	
	Signature	P	rinted Name		
ARTIST:		/		Date	
	Signature	P.	rinted Name		